

City of SeaTac

LOT LINE ADJUSTMENT

DEFINITION AND PURPOSE

The purpose of a lot line adjustment (LLA) is to provide for the minor adjustment of boundary lines to accommodate the transfer of land between two adjacent property owners which does not result in the creation of any new building site, sub-standard lot, or sub-standard yard or setback requirement.

CONDITIONS FOR APPROVAL

The applicant must show that the proposed LLA satisfies the following criteria.

1. Neither of the two (2) lots affected is made sub-standard with respect to the requirements of lot dimensions specified in Chapter 15 of the SeaTac Municipal Code Volume II (SMCVII).
2. No existing building or structure is made sub-standard or non-conforming in any respect.
3. Existing easements in favor of the public are not rendered impractical to serve their purpose.
4. The adjustment does not apply to more than four (4) lots per subdivision at one time.
5. No lot is created with more than one zoning designation.
6. Compliance with all applicable SeaTac Municipal Codes.

SUBMITTAL

1. Filing Fee: \$400.00
2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.060 and RCW 36.70B.090.

PROCEDURE

1. It will take approximately three (3) to six (6) months from the date of filing a complete application before a decision regarding your LLA is made.
2. The decision of the Department of Planning and Community Development will be final unless appealed to the Hearing Examiner within 14 days of the decision by the Department.
3. The decision of the Hearing Examiner shall be final unless appealed to the Superior Court of King County.
4. Should the property be located within “Shorelines Jurisdiction” or if “Sensitive Areas” are located on the property, notification to adjacent owners regarding the Lot Line Adjustment will be required. In such cases, a notification package will be given to the applicant.

Lot Line Adjustment Application

File No. _____

1. Property Owners

LOT A

Name: _____

Mailing Address: _____

Property Address: _____

Phone No: _____ Parcel No: _____

Fax _____ Email _____

Alternate Phone _____

LOT B

Name: _____

Mailing Address: _____

Property Address: _____

Phone No: _____ Parcel No: _____

Fax _____ Email _____

Alternate Phone _____

LOT C

Name: _____

Mailing Address: _____

Property Address: _____

Phone No: _____ Parcel No: _____

Fax _____

Email _____

Alternate Phone _____

If there are more than three owners, please attach additional sheet(s) with names, addresses, contact information and signatures.

2. Property

	<u>LOT</u>	<u>LOT B</u>	<u>LOT C</u>
Zone:	_____	_____	_____
Current Size (in sq.ft.):	_____	_____	_____
Proposed Size (in sa.ft.):	_____	_____	_____
Source of Water:	_____	_____	_____
Sewage Disposal:	_____	_____	_____

I CERTIFY THAT THE INFORMATION FURNISHED BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Lot A Property Owner
(Please Print Name after Signature)

Date

Lot B Property Owner
(Please Print Name after Signature)

Date

Lot C Property Owner
(Please Print Name after Signature)

Date

LOT LINE ADJUSTMENT APPLICATION CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70A.440. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. **Please do not turn in your application until you have completed the checklist and insured that all items which apply to your proposal are included with your submittal. This checklist must be submitted with your application. Incomplete submittals will not be accepted or acted upon.** If you have any questions, contact the Department of Planning and Community Development at 206-973-4830.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

For Office Use Only

Date Submitted: _____ **Reviewed By:** _____

Part I – Plan Submittal

	<u>Applicant</u>	<u>Staff</u>
1. Application form is filled out, <i>original</i> and 4 copies submitted.	_____	_____
2. A <i>legal description</i> of the subject property is provided.	_____	_____
3. <i>Legal descriptions</i> of the proposed lots as determined by a State of Washington licensed professional land surveyor.	_____	_____
4. If you are given an Environmental Checklist, all questions are answered and the checklist is signed.	_____	_____
5. <i>Title Report</i> – less than 90 days old (5 copies). (Including copies of all easements or restrictions cited in the in the title)	_____	_____

	<u>Applicant</u>	<u>Staff</u>
6. <i>Quit Claim Deed</i> – (5 copies) (Needed if property is being transferred between property owners)	_____	_____
7. All oversized plans folded to 8 1/2” x 11” size.	_____	_____
8. One paper reduction of each oversized plan to 8 1/2” x 11” size.	_____	_____

Part II – Plan Submittal

PLANNING & PUBLIC WORKS LOT LINE ADJUSTMENT CHECKLIST

(LOT LINE ADJUSTMENT DRAWING SUBMITTAL)

Lot Line Adjustment Drawing Required Content:

	Applicant	Staff
1. Lot Line Adjustment drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington (5 paper copies) (RCW 58.17.250)	_____	_____
2. Shall be drawn on 24" x 36" or 18" x 24" sheet with a two (2") inch margin on the left edge and one-half inch margin on other edges, (delete if pre-approved by the City prior to submittal of the mylar drawing) drawn to an appropriate (20, 30, 40, or 50:1) engineering scale. (RCW 58.09.050)	_____	_____
3. The Lot Line Adjustment plan shall be drawn using the attached sample, (page ?) including:		
a) Project name, "Lot Line Adjustment", and file number in the upper left hand corner;		
b) Declaration and owner's signature block for all legal parties to the short plat;		
c) City and King County Assessor's approval signature block;		
d) Recorder's Certificate;		
e) Land Surveyor's Certificate;		
f) Approval Notes as shown on sample;		
g) Name and address of the licensed surveyor who prepared the lot line adjustment;		
h) Section, Township, Range;		
i) Owner's name and address;		
j) North arrow, graphic scale, and date of drawing.	_____	_____
<i>(An electronic CAD version of the sample is available upon request.)</i>		
4. North point, graphic scale and date of drawing.	_____	_____
5. Existing off-site subdivision lots, blocks, streets and easements shown as dotted lines.	_____	_____
6. Existing lines as solid lines and proposed lot lines shown as bold solid lines and all proposed and existing easements shown in dashed lines.	_____	_____
7. Show the location, bearings and distances of existing and proposed property lines; and existing section lines in feet and decimals of a foot.	_____	_____

		<u>Applicant</u>	<u>Staff</u>
8.	Show streets, building structures, water courses, and bridges.	_____	_____
9.	Show any recorded public or private utility and drainage easements, both on the land to be adjusted and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number)	_____	_____
10.	Show the location of existing trees (over 8" in diameter), both on the land to be subdivided and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property;	_____	_____
11.	Contours and elevations at five (5) foot intervals for slopes under five (5%) percent; and for slopes over five percent, two (2) foot intervals shall be shown to accurately predict drainage characteristics of the property. Contour lines shall be extended one hundred (100) feet beyond the boundaries of the proposed plat, where significant changes in elevations are present.	_____	_____
12.	Identify and show location of any existing and/or abandoned well(s) on the property.	_____	_____
13.	Show location of existing, or proposed, rockeries and other types of walls within 25 feet of the existing or proposed property lines.	_____	_____
14.	Give the location and identification of any visible physical appurtenances such as fences, or structures. which may indicate encroachment, lines of possession, or conflict of title.	_____	_____
15.	Source and date of contour data referenced on drawing.	_____	_____
16.	Indicate the acreage of the land to be adjusted, the number of parcels, and the area (sq. ft.) <u>of each individual parcel</u> after the adjustment.	_____	_____
17.	Indicate the bearings and dimensions of each lot line.	_____	_____
18.	Bearings, angles, or azimuths shown in degrees, minutes, and seconds.	_____	_____
19.	Radius, delta, arc length and long chord bearing and distance of curves shown.	_____	_____
20.	The location, width and names of existing abutting streets, or easements shown.	_____	_____
21.	Names and addresses of adjacent property owners on the records of the County Assessor's Office.	_____	_____

- | | | | |
|-----|---|-------|-------|
| 22. | <i>Legal description and tax lot number</i> of the properties to be adjusted, certified by a Professional Land Surveyor registered in the State of Washington. | _____ | _____ |
| 23. | Indicate basis of bearing shown. | _____ | _____ |
| 24. | Legend showing symbols for monuments found. | _____ | _____ |
| 25. | All found monuments and survey markers (description, type, and size) are labeled and referenced to an existing County Survey and/or Survey of Record. | _____ | _____ |
| 26. | Legend showing symbols for monuments set. | _____ | _____ |
| 27. | Legend showing surveyor markers found (type). | _____ | _____ |
| 28. | Legend showing symbols for surveyor markers set (type). | _____ | _____ |
| 29. | The face of any lot line adjustment containing a private road shall bear the following language: <i>WARNING: THE CITY OF SEATAC HAS NO RESPONSIBILITY TO BUILD, IMPROVE, MAINTAIN, OR OTHERWISE SERVICE THE PRIVATE ROADS CONTAINED WITHIN OR PROVIDING SERVICE TO THE PROPERTY DESCRIBED IN THIS LOT LINE ADJUSTMENT.</i> | _____ | _____ |
| 30. | Provide a Mutual Maintenance Agreement for roadway and surface Water drainage facilities to be constructed in conjunction with the Lot Line Adjustment. | _____ | _____ |

ONLY IF SEPA IS REQUIRED

1. County Assessor's map(s) showing a 500' radius around the edges of the subject property. (*Applies only if labels are not purchased from the City of SeaTac*). _____
2. A minimum of one (1) set of stamped, legal sized envelopes addressed to each property owner within 500' of the subject property (see attached sheet on obtaining names and addresses), with the return address for the City of SeaTac, Department of Planning and Community Development, 4800 South 188th Street, SeaTac WA 98188-8605. A return address Stamp is available for your use. (**NO METERED MAIL**) _____
3. A photocopy or printout of names and addresses. _____



PROJECT NAME
LOT LINE ADJUSTMENT
FILE NO: SUB _____

DECLARATION

KNOW ALL MEN BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNER(S) OF THE LAND HEREIN DESCRIBED HAVE HEREBY CAUSED TO BE PREPARED AND DRAWN THE ATTACHED MAP OF THE LAND HEREIN DESCRIBED TO BE THE GRAPHIC REPRESENTATION OF THE SAME, AND THAT SAID ADJUSTMENT IS MADE WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNER(S), IN WITNESS WHEREOF WE HAVE SET OUR HANDS AND SEALS.

Signature of _____

Name _____

Address _____

I certify that I know or have satisfactory evidence that _____

signed this instrument and acknowledged it to be (his/her) true and voluntary act for the uses and purposes mentioned in the instrument.

Signature of _____
Notary Public _____
By appointment expires _____

State of Washington
County of _____

I certify that I know or have satisfactory evidence that _____

Signature of _____
Notary Public _____
By appointment expires _____

APPROVAL:

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
APPROVED THIS _____ DAY OF _____ 20____

Director of Planning and Community Development

PUBLIC WORKS DEPARTMENT
APPROVED THIS _____ DAY OF _____ 20____

Public Works Director

KING COUNTY DEPARTMENT OF ASSESSMENTS
Examined and approved this _____ day of _____ 20____

King County Assessor _____
Deputy King County Assessor _____

RECORDING NO. _____

RECORDER'S CERTIFICATE

I have recorded this _____ day of _____ 20____ at _____

in book _____ of _____ at the request of _____

SALESPERSON'S NAME _____
My _____

VOL./PAGE

THIS DRAWING IS AVAILABLE IN ELECTRONIC FORM IT MAY BE OBTAINED
EITHER VIA EMAIL OR COPIED ONTO YOUR DISC BY STAFF.
G:\GROUP\ENGR\CADD\STANDARD DRAWINGS\SUBDIVISION\NEW LLA EXAMPLE.dwg

LAND SURVEYOR'S CERTIFICATE

This LOT LINE ADJUSTMENT generally represents a survey made by me or under my direction in conformance with state and county statutes in _____ 20____

Certificate No. _____

APPROVAL NOTES:

THIS REQUEST QUALIFIES FOR EXEMPTION UNDER SMC 14.06.020. IT DOES NOT GUARANTEE THAT THE LOTS WILL BE SUBDIVIDED OR REUNITED IN THE FUTURE. THE LEGAL TRANSFER OF THE PROPERTY MUST BE DONE BY SEPARATE INSTRUMENT.

SURVEYOR'S NAME AND ADDRESS

1 inch = ft. 0 1 2 3 4 5 6 7 8 9 10

PORTION OF _____ 1/4 S. _____ R. 4 E. W. M.

DATE _____

SCALE _____ SHEET _____ OF _____

VOL./PAGE

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

OBTAINING LABELS FROM CITY OF SEATAC

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Planning Department. Labels can be picked up at the Planning Department approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. **(NO METERED MAIL)**

****Please Note – If you choose to acquire your labels through a source other than City of SeaTac, a Tax Assessor's map(s) shall be submitted with the application.***

City of SeaTac Address Label Request Form

Date of Request_____Date Needed_____

Applicant's Name_____

Street Address_____

City_____State_____Zip_____

Phone_____FAX_____

E-mail Address_____

Alternate Phone_____

Land Use Project (i.e., Short Plat, SEPA etc.) _____

Project Address_____

FILE NUMBER_____

PARCEL NUMBER_____

For internal use only:

Date completed:_____Completed by:_____

Cost: \$_____Date paid:_____

GIS PRODUCTS AND SERVICES – 001.341.80.00.000